



2022

BLOCK PARTY

PLANNING GUIDE

Block Party Planning Guide

City of Columbus communities host many residential block parties each year. A residential block party permit will be issued by the City of Columbus Office of Special Events. The Block Party Application may be submitted after reviewing the following information.

A Block Party Permit is required when an applicant desires to close any zoned residential public street or alley for a neighborhood gathering or recreational activity. No block party activities are permitted between the hours of 12:01am and 8:00am. Alcohol sales are not permitted at residential block parties. Consumption of alcohol must be maintained on private property and all participants of the block party must follow all laws related to alcohol consumption. Fireworks are not permitted at residential block parties.

Application and late fees are non-refundable. Please review the [Event Fee Schedule](#) for associated costs.

Street closures located within the University Area District will be required to obtain approval from the University Area Commission at the Northwood High Bldg., 2231 N High St., Rm. 200, Columbus Ohio 43201 (614-441-8174). The [University District boundaries](#) are Glen Echo Ravine on the north, the railroad tracks on the east, Fifth Avenue on the south, and Olentangy River Road on the west.

Safety of all participants is the concern of the City of Columbus. To insure a successful block party, applicants should be prepared to discuss all aspects of the closure.

Application Requirements

PETITION PAGE

The [Street Closure Petition Page](#) can be printed from the Office of Special Events website. Petition pages must have the following information completed at the time of submission:

- Name of the Block Party/Event (example: "Alpha Street Block Party")
- Name of street(s) to be closed along with names of connecting intersections (example: Alpha St. from Bravo St. to Charlie St.)
- Date of closure (Rain date can be considered in the permitting process if it is clearly marked on the petition page prior to being signed by 80% of adjoining properties)
- Start and end time of closure
- Signatures of at least 80% of all property owners, building managers or tenants whose property adjoins the street being closed. All signees must be 18 years of age or older to sign the petition page. A vacant property needs to be noted on the petition page as "vacant" to receive credit towards the 80%. Multiple attempts need to have the dates attempted noted on the petition page.

SITE PLAN

A [site plan](#) is a required document for all street closures within the City of Columbus. A template can be found on the Office of Special Events website. A residential block party site plan should include the following information:

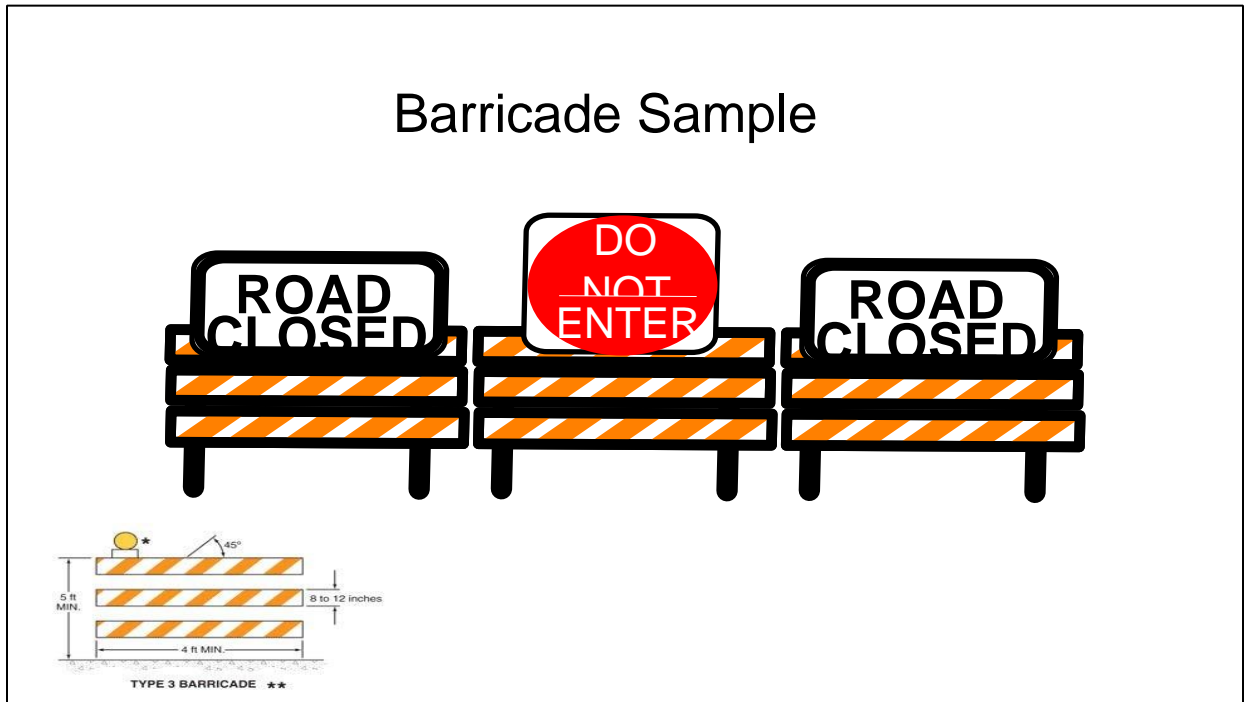
- Street being closed with connecting intersections
- Location of barricades
- Total street width and 20 ft. fire lane must be clearly marked.
- Any components being set up within the closure must be included and labeled. (Ex. Tents, bounce house, etc.)
- Directional Compass (North should be marked)

SAFETY PLAN

A safety plan is a required document for all street closures within the City of Columbus. You can find an [Event Safety Form](#) online as well as linked in the block party application.

BARRICADES

Barricades are a required component of all street closures. The permit holder/coordinator is responsible to obtain the required number and style of barricade. Use of vehicles, cones or caution tape are not approved barricades. The barricade is required to be lighted after sundown. Major thoroughfare closures must have an officer(s) as well as barricades for the duration of the closure.



The City of Columbus does not supply barricades. The following companies rent barricades for block parties in small quantities:

Paul Peterson Company
950 Dublin Rd.
Columbus, Ohio 43215
Phone: (614) 486-4375

Safety Service Products Inc.
724 Hudson Street
Columbus, Ohio 43211
Phone: (614) 263-8888

Road Safe Traffic Systems
1350 Stimmel Road
Columbus, Ohio 43223
Phone: (614) 274-9782

You are not required to utilize one of these three companies but you must provide approved barricades for your block party.

BLOCK PARTY PERMIT PROCESS

Step One: 30-365 days prior to the event

- Obtain petition signatures. Franklin County Auditor website is a helpful tool for determining addresses needed for closure.
- Obtain approved barricades.
- Upload signed petition page to the Office of Special Events block party application and complete any remaining incomplete questions.
- Make payment to the City for all associated costs.

Step Two: Event Day

- Barricades should be placed at start time.
- Keep a copy of the block party permit available throughout the event.
- All areas should be maintained/cleaned to pre-event status at end of event.
- Barricades removed promptly at end of event.

ADDITIONAL INFORMATION

Division of Police – Special Events Office

120 Marconi Blvd.
Columbus, OH 43215
Main Line: 614-645-4375
Lt. Marc Dopp: 614-645-4844
Officer Steven Banks: 614-645-4379
Email: specialevents@columbuspolice.org
www.columbuspolice.org

CRPD Office of Special Events

1111 East Broad Street, Suite 101
Columbus, OH 43205
Main Line: 614-645-3800
Email: specialevents@columbus.gov
www.columbus.gov/EventPlanningGuide

University Area Commission

Northwood High Bldg.
2231 N High St., Rm. 200
Columbus, Ohio 43201
Main Line: 614-441-8174

Franklin County Auditor Website

<https://www.franklincountyauditor.com/>